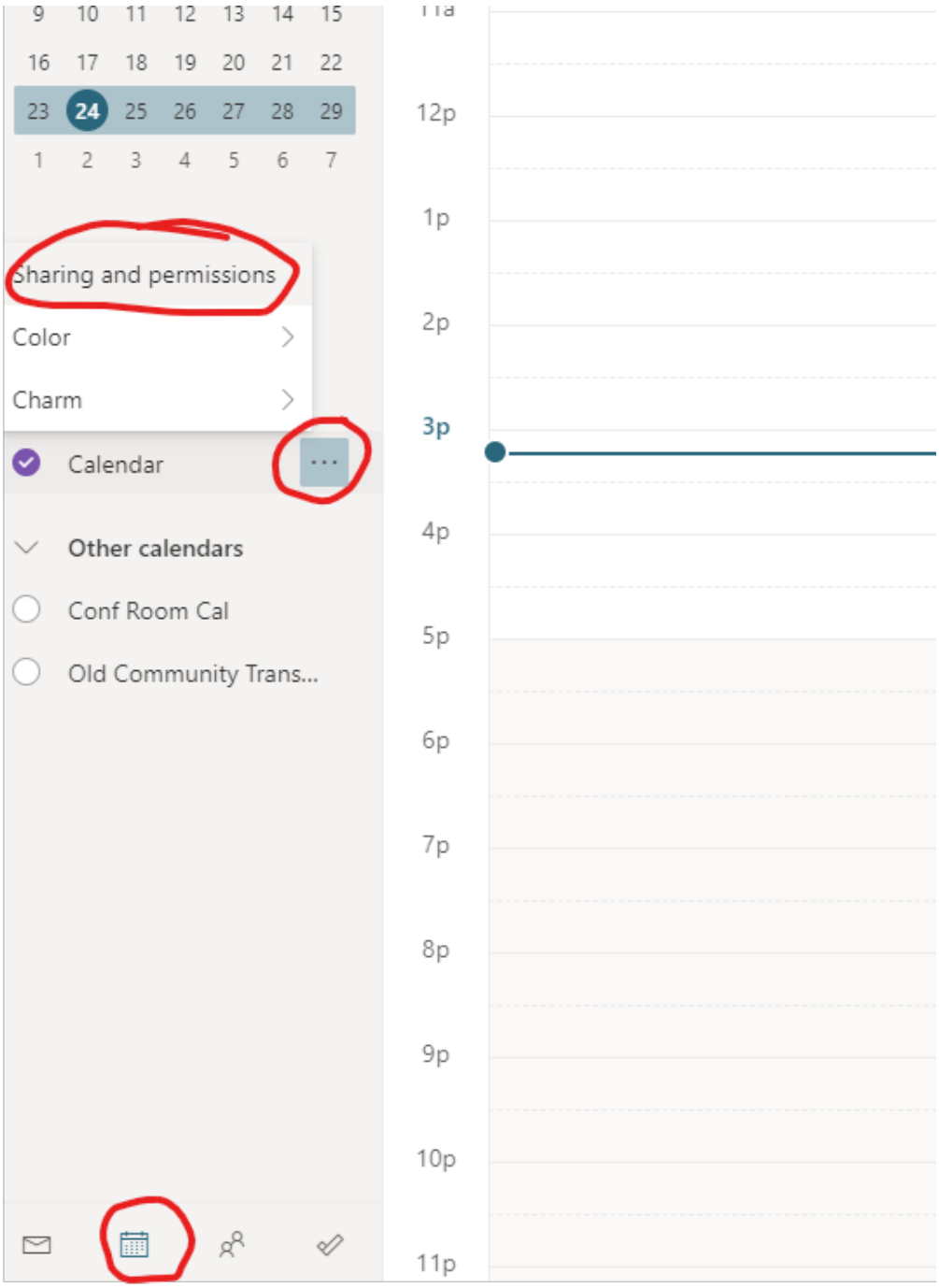
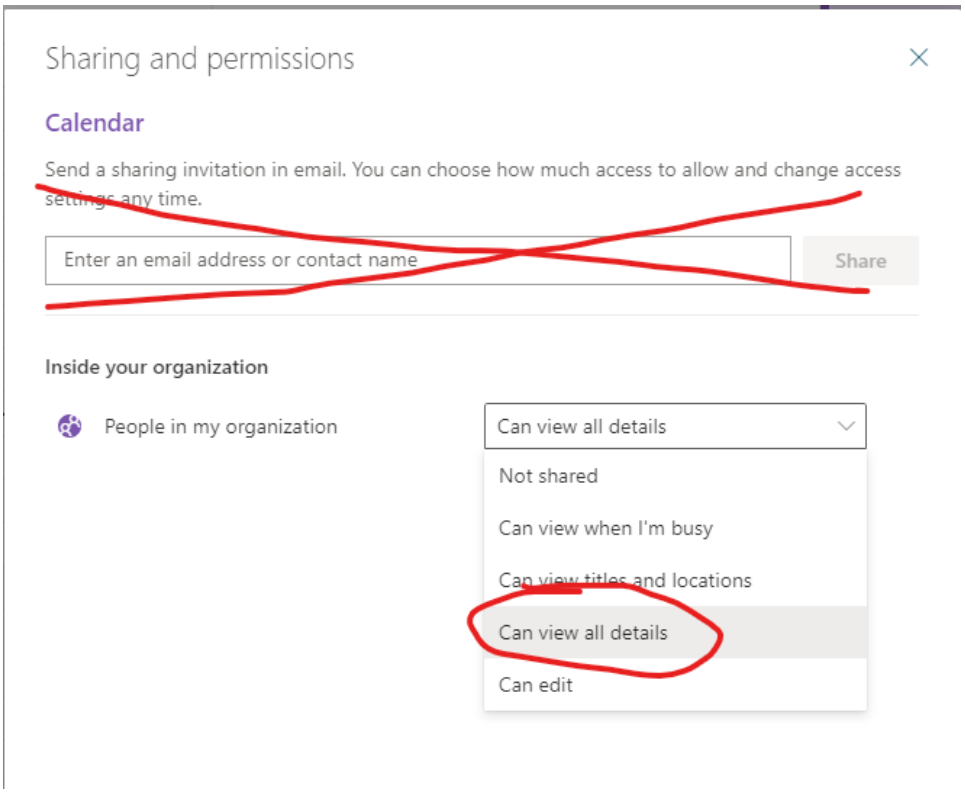
Below are instructions on how to share your Outlook calendar with everyone in the organization via Outlook Online (AKA the Outlook Web App).

Begin by accessing your Outlook Web App at https://outlook.office365.com. Login to your account.

Select the calendar icon at the bottom left of the screen to view your calendars. Next, right click on your calendar and select “Sharing and Permissions”.



On the sharing and permissions page, select “Can view all details” from the drop down menu next to People in my organization”. Once selected, you can X out of this screen.

Your Calendar including details is now shared with everyone in the organization.